



RECRUITMENT AND VETTING POLICY

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Recruitment and Vetting Policy

Mighty Recruitment Ltd is committed to ensuring a fair, transparent, and compliant recruitment process that upholds the principles of equality, non-discrimination, and legal compliance. This policy outlines the procedures for recruiting, vetting, and inducting new staff in accordance with UK legislation and best practice guidelines.

1. Equality and Discrimination

Mighty Recruitment Ltd ensures that no applicant is discriminated against on the grounds of sex, gender reassignment, race, colour, ethnic origin, marital status, disability, trade union membership, age, religion or belief, political opinion, or sexual orientation. All candidates are treated equally during the recruitment process.

2. Job Descriptions and Person Specification

Each role will have a written job description and person specification detailing required tasks, responsibilities, qualifications, skills, and experience. These documents are developed to avoid discriminatory criteria and to ensure relevance to the actual role.

3. Application Process

Applicants must complete an application form. No discriminatory questions will be included. Information gathered is managed in accordance with GDPR and only used for recruitment purposes.

4. Interview Procedure

All interviews will be conducted fairly and consistently. Reasonable adjustments will be made for disabled applicants. An interview checklist may be used to ensure standardised evaluation. Notes will be taken and may be disclosed upon request under GDPR.

5. Right to Work Checks

All candidates must provide documentary evidence of their right to work in the UK. Failure to conduct such checks may result in civil or criminal penalties. A National Insurance number alone is not sufficient evidence.

6. References

References from previous employers will be obtained before making a final offer. Applicants must provide consent if their current employer is to be contacted. Telephone follow-up may be used for thorough verification.

7. Offer Letter

All job offers will be made in writing and include job title, salary, start date, location, conditions, and acceptance deadline. Offers may be subject to satisfactory references and document checks.

8. Notifying Unsuccessful Candidates

Unsuccessful applicants will be notified as soon as possible. Feedback may be provided upon request.

9. Induction

New employees will undergo induction covering company rules, safety procedures, introduction to teams, location facilities, terms of employment, and expectations.

10. Personnel Records and GDPR

Personnel files will be created for all new hires and will contain application documents, contracts, and correspondence. All data will be handled in accordance with GDPR requirements. Employees have the right to access their personal data.

11. Policy Review

This policy will be reviewed annually or after significant changes to legislation or company structure.

Name: Abdul Moiz Khan

Position: Managing Director

Signed: A handwritten signature in black ink, appearing to read 'A. Moiz Khan', written over a horizontal line.